



# MADHA DENTAL COLLEGE & HOSPITAL

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v.12017/75/2006-DE dt.01.11.2011)  
and affiliated to the Tamil Nadu Dr. M.G.R.Medical University, Chennai)

Madha Nagar, Kundrathur, Chennai - 600 069. Ph.: 72739 01234, 72749 01234, Fax : 2478 0798  
E-Mail : info@madhadentalcollege.com Website : www.madhadentalcollege.com

Admin. Office : 1A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212, Tele fax : 044-2814 0213

<b>IT Policy</b>	<b>Policy No:</b> MDC/IT/2021/17 <b>Date:</b> 30-11-2021 <b>Issue:</b> 00 <b>Pages:</b> 1-3
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## POLICY

Information technology (IT) is a significant component of education and consists of a set of tools to upgrade the methods of education. This is achieved in Madha dental college and hospital through a committee of experts, set up to develop the IT policy. The IT department provides continuous support to upgrade the IT infrastructure as per the norms of the DCI. The hardware and software of various departments and their maintenance is taken care by the IT department.

## OBJECTIVES

- To maintain website and ensure proper functioning of the ERP portal
- To ensure proper utilization and maintenance of the systems, UPS and other peripheral accessories in the institution.
- To monitor the functioning and maintenance of the hardware and peripheral devices allotted to the departments, faculty and students.
- To provide Intranet and Internet access to all the stake holders with adequate maintenance
- To monitor the use of social media for dissemination of information

## SCOPE

The IT policy applies to everyone who accesses institution information. The main scope of this Policy includes maintenance institution-owned transmission lines, networks, wireless networks, servers, exchanges, internet connections, terminals, applications, and personal computers. The policy ensures Data Protection, Freedom of Information and other information. policies andp rocedures are periodically assessed and revised.

## PROCEDURE:

### Device related:

- All devices connected to the campus network to be registered to the IT department.



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## ROLES AND RESPONSIBILITIES

Institutional Representatives Roles	Responsibilities
<b>Policy Implementation</b>	Free Open Source Software (FOSS) is encouraged by the institution in all categories to promote research and innovation. A team of members work on appropriate downloading of software with proper licensing. The systems are maintained by skilled technicians and through outsourcing agencies wherever implicated. The institution provides internet facility to all its students, faculty, staff and research scholars to access learning materials, administrative communications, academic details and financial transactions. Unethical use of systems has been taken care of by use of Firewall. A team of members monitor and upload the academic activities on official website and social media. All departments and faculty members have been provided with the required computers and peripherals as per the norms and ratio prescribed by the DCI.
<b>IT policy on hardware and hardware resources</b>	This applies to hardware resources and systems made available to the users on behalf of the institution including: personal computers, laptops and terminals, peripherals e.g.printers, copiers, scanners and multimedia devices, mobile devices e.g.smart phones and tablets, networks with wired, wireless, dialup and/or internet connections; Internet services e.g. world wide web, blogs and wikis, e-mails, social networking and removable media.
<b>IT policy on software resources</b>	The users of the institution can make effective usage of Internet, wireless resources, official websites (including institutional website, conference Website, journal portals, online admission systems, and course website), and Management Information Systems (MIS) and ERP solutions, Learning Management System, Remote Login based facilities of the institution and e-Library resources.
<b>Responsibility of users</b>	Acceptable use of networks accessed through Madha Dental College and Hospital. Abiding by laws of networking and telecommunications. Reducing unnecessary network traffic



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<b>IT e-waste management</b>	All IT assets from acquisition to disposal shall be managed in concordance to the environmental norms. This includes collaboration with IT vendors having sound e-waste management processes, extending the useful life of IT assets to postpone / minimize generation of e-waste, responsible disposal processes conforming to regulatory requirements and best practices.
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Prepared by IQAC Coordinator	Verified by IQAC Director	Approved by Principal
		 <b>PRINCIPAL</b> MADHA DENTAL COLLEGE & HOSPITAL KUNDRATHUR, CHENNAI - 600069.